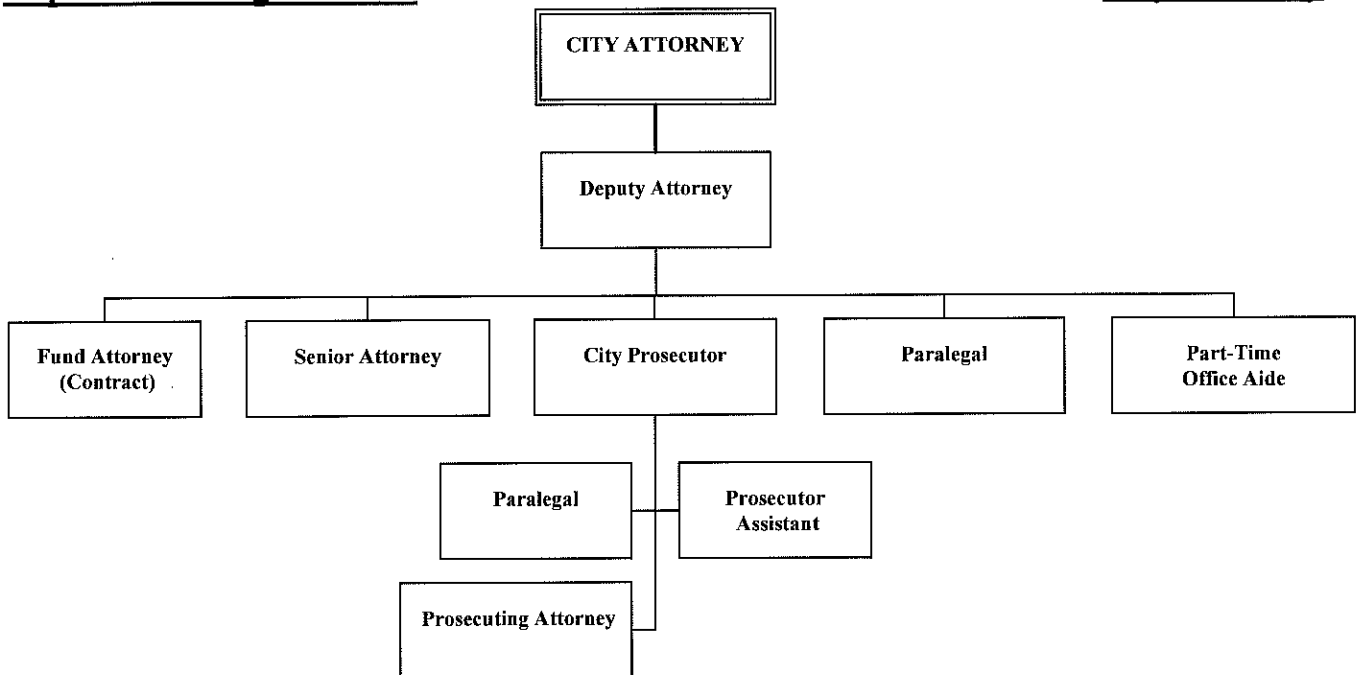


Department Organization

City Attorney



Department Description

The City Attorney is the chief legal officer of the city and is responsible for the proper administration of its legal affairs. He, or his designated assistants, have the following functions and duties:

- (1) Prosecute all charges of violation of municipal ordinances and regulations in the courts or administrative tribunals and prosecute and defend, or supervise the prosecution and defense, of all actions and appeals involving the city in all courts and before all boards, commissions, and administrative agencies.
- (2) Attend all Council meetings, unless specifically excused therefrom.
- (3) Furnish legal advice, counsel, and assistance to the Mayor, Council, and all other city officers, boards, commissions, and agencies in relation to their duties and the business of the city.
- (4) Control and direct all legal services performed by special counsel for the city, who may be retained from time to time to assist the City Attorney in providing legal services for the city; provided, however, that the City Attorney shall not be responsible in any way for counsel who (a) has not been specifically retained by the City Attorney; (b) is not paid from funds controlled by the City Attorney; and (c) is not under the actual direction of the City Attorney's office.
- (5) Assume direction of assistants and the employees of the office, subject to the limitations and requirements of the budget, appropriations, and applicable statute and ordinances.
- (6) Prepare or review all proposed ordinances and resolutions presented to the Mayor or City Council.
- (7) Approve the form of all contracts entered into by the municipality.
- (8) Prepare the necessary affidavits and verification on behalf of the city in any and all proceedings.

Department Mission

It is the objective of the City Attorney's office to serve Sandy City through the practice of law according to the highest professional standards.



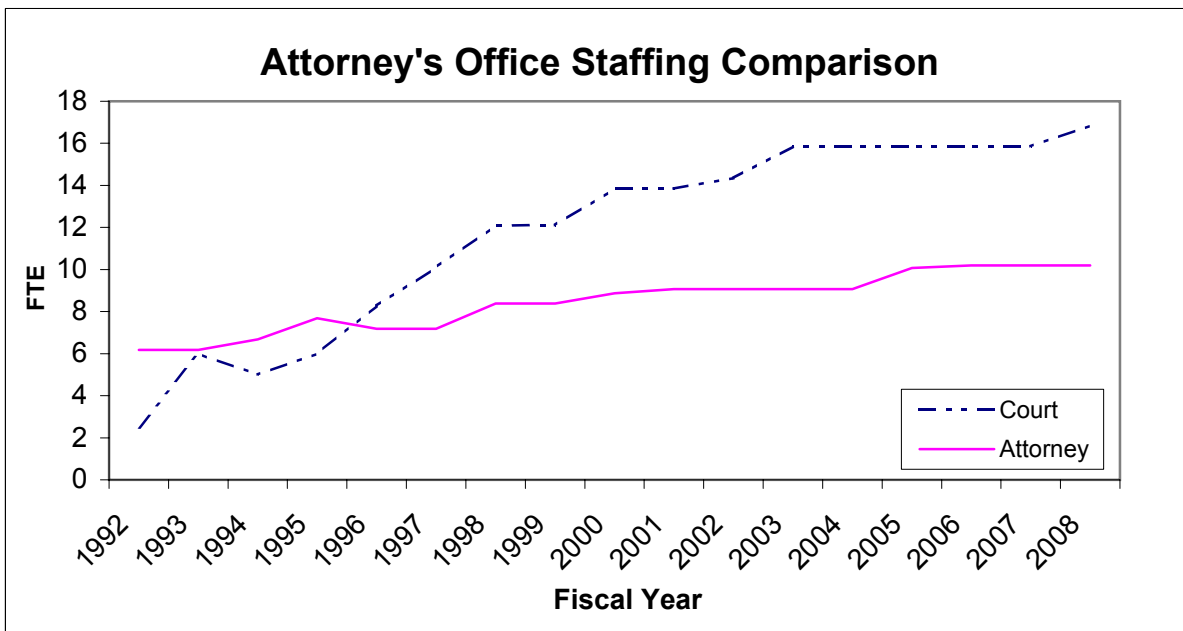
- Promote integration of police, court, and prosecution information systems.
- Provide support for new police and justice court initiatives.

Five-year Accomplishments

- Maintained rate of staff growth below court expansion levels.
- Streamlined information research and document retrieval.
- Retained a highly trained and efficient professional staff.
- Reduced reliance on outside prosecution services.

Performance Measures & Analysis

Expansion of justice court staff and programs increase demands on prosecution staff. Future court growth will require equivalent expansion of prosecution staff.

**Significant Budget Issues**

No significant budget issues.

Budget Information

City Attorney

| Department 14 | 2004 Actual | 2005 Actual | 2006 Actual | 2007 Estimated | 2008 Approved |
|---------------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|
| Financing Sources: | | | | | |
| General Taxes & Revenue | \$ 806,561 | \$ 911,843 | \$ 982,991 | \$ 1,025,967 | \$ 1,083,975 |
| Administrative Charges | | | | | |
| 31411 Redevelopment Agency | 2,428 | 1,207 | 490 | - | 1,579 |
| 31412 Water | 23,845 | 28,421 | 66,832 | 70,959 | 47,373 |
| 31413 Waste Collection | - | 1,661 | 3,346 | 735 | - |
| 31415 Information Services | 330 | 359 | 682 | - | 1,030 |
| 31416 Storm Water | 1,518 | 1,550 | 12,005 | 12,916 | 17,974 |
| 31417 Alta Canyon | 1,545 | 543 | 1,166 | 706 | 1,201 |
| 31418 Golf | 919 | 2,137 | - | 625 | 329 |
| 31419 Amphitheater | - | - | - | 93 | - |
| 314110 Recreation | - | - | - | 362 | 567 |
| 314111 Risk Management | - | - | - | 19,442 | 20,144 |
| Total Financing Sources | \$ 837,146 | \$ 947,721 | \$ 1,067,512 | \$ 1,131,805 | \$ 1,174,172 |
| Financing Uses: | | | | | |
| 411111 Regular Pay | \$ 529,817 | \$ 619,518 | \$ 727,734 | \$ 775,955 | \$ 806,424 |
| 411113 Vacation Accrual | - | - | 1,672 | 164 | 2,683 |
| 411121 Seasonal Pay | 43,624 | 33,321 | 19,394 | 22,315 | 22,984 |
| 411131 Overtime/Gap | 5 | 103 | - | - | - |
| 411211 Variable Benefits | 113,263 | 131,314 | 155,273 | 161,412 | 166,942 |
| 411213 Fixed Benefits | 45,789 | 57,721 | 64,229 | 70,081 | 72,710 |
| 411214 Retiree Health Benefit | 10,082 | 5,620 | 8,076 | 7,166 | 3,699 |
| 41131 Vehicle Allowance | 9,710 | 9,673 | 9,697 | 10,668 | 10,668 |
| 41132 Mileage Reimbursement | 59 | 237 | 359 | 800 | 800 |
| 41135 Phone Allowance | - | 343 | 482 | 480 | 480 |
| 4121 Books, Sub. & Memberships | 6,032 | 10,339 | 10,266 | 7,000 | 7,000 |
| 41231 Travel | 4,599 | 8,874 | 5,771 | 2,500 | 2,500 |
| 41232 Meetings | 1,674 | 2,045 | 2,602 | 900 | 900 |
| 41234 Education | - | 1,387 | 1,776 | 1,000 | 1,000 |
| 41235 Training | 25 | 1,869 | 2,450 | 1,000 | 1,000 |
| 412400 Office Supplies | 2,294 | 6,957 | 7,742 | 4,900 | 4,900 |
| 412440 Computer Supplies | - | 1,541 | 110 | 2,382 | 2,382 |
| 412511 Equipment O & M | - | - | - | 688 | 688 |
| 412611 Telephone | 4,129 | 4,194 | 3,208 | 5,977 | 6,238 |
| 41331 Litigation/Legal Services | 19,443 | 3,985 | 1,285 | 6,601 | 6,601 |
| 41332 Prosecution Services | 254 | 4,653 | 2,351 | 9,000 | 9,000 |
| 41379 Professional Services | 2,164 | 2,922 | 4,255 | 4,000 | 4,000 |
| 414111 IS Charges | 44,183 | 35,516 | 30,757 | 36,816 | 40,573 |
| 4174 Equipment | - | 5,589 | 8,023 | - | - |
| Total Financing Uses | \$ 837,146 | \$ 947,721 | \$ 1,067,512 | \$ 1,131,805 | \$ 1,174,172 |

Budget Information (cont.)

City Attorney

| Staffing Information | Bi-weekly Salary | | Full-time Equivalent | | |
|--------------------------------------|------------------|-------------|----------------------|---------|---------|
| | Minimum | Maximum | FY 2006 | FY 2007 | FY 2008 |
| Appointed - Category 1: | | | | | |
| City Attorney | \$ 3,224.00 | \$ 4,836.00 | 1.00 | 1.00 | 1.00 |
| Deputy City Attorney* | \$ 2,856.80 | \$ 4,285.20 | 1.00 | 1.00 | 1.00 |
| Appointed - Category 2: | | | | | |
| City Prosecutor* | \$ 2,532.00 | \$ 3,798.00 | 1.00 | 1.00 | 1.00 |
| Appointed - Category 3: | | | | | |
| Contract Attorney | \$ 2,720.80 | \$ 4,081.20 | 1.00 | 1.00 | 1.00 |
| Regular: | | | | | |
| Senior Attorney | \$ 2,358.40 | \$ 3,537.60 | 1.00 | 1.00 | 1.00 |
| Assistant City Attorney / Prosecutor | \$ 2,045.60 | \$ 3,068.40 | 1.00 | 1.00 | 1.00 |
| Paralegal | \$ 1,319.20 | \$ 1,978.80 | 2.00 | 2.00 | 2.00 |
| Prosecutor Assistant | \$ 1,145.60 | \$ 1,718.40 | 1.00 | 1.00 | 1.00 |
| Part-time: | | | | | |
| Secretary | \$ 11.57 | \$ 17.36 | 0.80 | 0.80 | 0.80 |
| Seasonal: | | | 0.40 | 0.40 | 0.40 |
| Assistant City Attorney | \$ 25.57 | \$ 38.36 | | | |
| Law Clerk | \$ 10.26 | \$ 14.00 | | | |
| Office Aid | \$ 7.25 | \$ 9.07 | | | |
| Total FTEs | | | 10.20 | 10.20 | 10.20 |

*Current incumbent has Regular Employee status. Upon attrition, new hire will have Appointed status.

